

STATE OF WASHINGTON
DEPARTMENT OF GENERAL ADMINISTRATION
DIVISION OF ENGINEERING & ARCHITECTURAL SERVICES
OLYMPIA, WASHINGTON

**NOTICE TO CONSULTANTS
REQUEST FOR QUALIFICATIONS**

Consultant services are required for Project No. 2007-031, TITLE: South Puget Sound Community College Facility Master Plan Update.

SHORT FACILITY PROGRAM DESCRIPTION

This project is a study to produce a campus development plan for the South Puget Sound Community College. It includes an update of the Facilities Master Plan for the development of two sites: the existing campus on Mottman Road in Olympia, Washington and an undeveloped site at Hawks Prairie in Lacey, Washington.

TYPE OF A/E SERVICES REQUESTED Programming and Master Planning Study

SCOPE OF WORK

- A. This project will use the college strategic plan, data from community perception and marketing surveys, feedback from local businesses, and other information about community college trends to update and renew the existing college master plan. The consultants will assist the college in analyzing existing program mix and projecting future program needs in order to develop a master plan that will forecast campus development for the next 20 years. The college is looking to incorporate innovative partnerships in future development of programs and facilities.
- B. The campus development plan shall incorporate a range of elements, including but not limited to, utility infrastructure, landscaping, and sustainability.
- C. The college master plan shall include development for two sites – the existing 102 acre site on Mottman Road in west Olympia and a 40 acre site located on Marvin Road in Lacey. The Mottman Road site was established in 1971 and is well established. The property on Marvin Road was purchased in 2005 and is undeveloped.
- D. The study will be completed by June 30, 2007.

The consultant team shall have a strong background in program and facility planning, sustainable design practices, sound budget development and have a collaborative project approach. Candidates shall have a working knowledge of the State of Washington Capital Projects funding process.

Consultant fee and services shall be negotiated on the current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects and the standard Division of Engineering and Architectural Services Agreement.

For project related questions contact Penny Koal, Project Manager, Engineering and Architectural Services at (360) 902-7259 or (360) 239-9239-cell.

ANTICIPATED MAXIMUM ALLOWABLE COST:

The anticipated MACC: N/A Study Only.

ANTICIPATED SCHEDULE:

Study completion date April 30, 2007.

A recommended pre-submittal conference is scheduled for October 4, 2006, at 1:00 pm at South Puget Sound Community College, 2100 Mottman Rd SW Room 200A Olympia, Washington. After an introduction to the main campus and a short walking tour, the meeting will convene at the Hawks Prairie site on Marvin Road, Lacey Washington, and then conclude at the Hawks Prairie Center located in the Hawks Prairie Village Mall, Lacey Washington. Directions to the South Puget Sound Community College site can be found at <http://www.spscc.ctc.edu/about/visit/directions.html>

SUBMITTAL REQUIREMENTS:

Firms will be considered for selection based upon the following criteria categories: Qualifications of Key Personnel; Previous Performance; Programming & Facility Planning; Sustainable Design Experience; Budget Development; WMBE Participation; Expressed Interest.

Only submittals conforming to the following specifications will be considered: Nine (9) copies of submittals 30 page maximum with the project number and title clearly identified. Printed on 8.5" x 11" cardstock front and back cover; printing shall be 2-sided; 11" x 17" foldouts permitted, but limited to 5 maximum and shall be included in the 30 page count. Tabs with printing or photos shall count as a page. Included in the thirty pages shall be Federal Form 330 and any other pertinent data to assist the Selection Board in evaluating qualifications. To qualify for review, submittals must be delivered to and date/time stamped by E&AS prior to 5:00 p.m. on October 13, 2006. Address submittals to: Division of Engineering & Architectural Services, General Administration Building, 210 11th Avenue SE, (corner of 11th and Columbia) 2nd Floor, Room 206, Olympia, Washington 98504-1012, Attention: Gretchen Puckett. FAXED COPIES WILL NOT BE ACCEPTED.

Voluntary MWBE goals of 10% MBE and/or 6% WBE have been established for this project. Achievement of the goals is encouraged; however, no minimum level of MWBE participation shall be required as a condition of A/E selection. Qualification submittals will not be rejected or considered non-responsive if they do not include MWBE participation.

Following an evaluation of submittals received, the consultant selection board will conduct Phase 2 interviews with firms deemed to be the most highly qualified for the required service. Firms will be notified on or about October 27, 2006. The final selection interviews are tentatively scheduled for November 9, 2006 and will be conducted at South Puget Sound Community College Olympia, Washington.

The State reserves the right to continue with the consultant selected for this phase of the agreement in future phases of work for this project, or conduct a new selection for future services.

The state of Washington is an affirmative action employer. This is not a request for a proposal. All submittals become the property of the State.